

stChris

A day and boarding school for boys and girls aged 3 – 18. Asking interesting questions since 1915.

**A dynamic and
rewarding place
to work.**

Finance Manager

Part Time – 24 hours per week for
52 weeks of the year.

Apply by 5.00pm on 15 April 2024

Hello! Thank you for taking an interest in our Finance Manager role. Here at St Chris, we embrace the challenges of the modern world which necessitates the asking of interesting questions.

This job pack contains more details about what this position involves, personal specifications and total reward.



Finance Manager

Salary

£48,549 - £52,131 FTE (actual £29,128 - £31,274) (Points 42-45 St Christopher Professional Services salary scale) dependent on skills and experience

Contract

Part Time - 24 hours per week for 52 weeks of the year

Location

On-site, Letchworth Garden City, Hertfordshire

Life at St Chris

St Chris is an independent day and boarding school for girls and boys aged 3 to 18 located in Letchworth Garden City, Hertfordshire. Our School was established in 1915 and, since then, has been working to do things differently if, and only if, it makes things better for our students.

There are currently around 550 pupils on roll and 200 staff.

St Chris seeks to be a continuously developing community of children and adults working together to enable everyone to achieve their best. All are valued as individuals and encouraged to develop curiosity, competence, judgement, kindness and courage. St Chris seeks to prepare pupils for happy and fulfilled lives in the service of others.

We treat young people as individuals, encouraging them to develop into capable, imaginative, responsible people with a zest for life.

Purpose of the Role

The Finance Manager's prime responsibility will be managing the schools' Financial Operations ensuring that the school is fully compliant with all legislation. In addition, that the school operates in an efficient and effective manner.

As an experience and qualified accounting practitioner the role will report to the Director of Finance.

The key to success in this role will be active engagement and partnering to ensure that St Chris has first-class, reliable Financial provision at all times.

Support a culture of continuous improvement across the school's operations, working to improve efficiency and effectiveness in all aspects of the school's support services.

Help to develop and then implement the agreed Operations Plan leading to delivery of the St Chris strategy.

Line Management Responsibility

This role will have no line management responsibility and will report into the Director of Finance.



St Chris is not just a great place for students to come to school; it is also a great place for staff to come to work, too.

Toni, Head's PA

What will the Finance Manager do?

Here's an overview of the Finance Manager's responsibilities and how they will be involved in the day-to-day running of the school.

Key accountabilities and responsibilities of the role:

- To prepare the statutory accounts for St Christopher School (Letchworth) Limited, the subsidiary company, the Parents Circle and the Robertson Bursary Trust. The accounts and financial statements should be kept in accordance the Companies Act 2006, Charities Act 2011 and Statement of Recommended Practice;
- To liaise with external auditors on all matters connected with the annual audit of the School's accounts and other external accountancy advice, ensuring all necessary audit required material is prepared in a timely manner;
- To be responsible for an accurate and current Fixed Asset Register, ensuring accurate depreciation figures are produced;
- All accounting functions including nominal, purchase, sales and fee ledger, appropriately controlled journals and the payroll (with necessary input from the HR function);
- To ensure the necessary monthly checks (e.g. bank reconciliations) are carried out effectively and presented in a timely fashion for review and sign-off;
- To be responsible for accurate and timely tax returns.
- To monitor the operation of financial controls, and to introduce further controls as appropriate to safeguard the School's funds and other assets, balancing necessary control with a desire to reduce bureaucracy/increase ease and efficiency of the school's operation.

Budgeting, forecasting and reporting:

- The accurate and timely production of management and financial accounts for St Christopher School and any subsidiaries;
- Issuing Management Information of "spend-to-date" to all budget holders in a timely fashion; and on an ad-hoc basis as requested;
- To prepare and review the necessary management information and reports for routine budget, cash flow, debtor and treasury management.

Efficiencies:

- To research and promote ways of improving financial efficiency, smarter working, including the introduction, where appropriate, of improvements to the accounting software and technology.

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Policy and procedures:

- In conjunction with the Director of Finance, advising on and the preparation of financial policy and procedures;
- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people;
- To uphold St Chris policies to protect and safeguard students in order to secure their health, safety and wellbeing;
- Demonstrate a continual commitment to the promotion of equity, inclusion and diversity initiatives and the sharing of best practice in line with St Chris Equal Opportunities policy and procedures;
- Ensure the highest degree of confidentiality and data protection of all material;
- This job description is not contractual or exhaustive but reflects the type and range of tasks, responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by their manager.





stChris

Person Specification



Qualifications, training and experience

- Professional Accounting Qualification
- Equivalent experience in a similar or related role(s);
- Experience of analysing, explaining and disseminating information efficiently and effectively;
- Experience of working with and influencing senior staff;
- Experience of producing clear and concise presentations, briefings, graphics and other written material on complex topics for a range of stakeholders and audiences.

Skills and Abilities

- Proven capability to build and sustain effective working relationships;
- Excellent interpersonal, influencing and relationship management skills
- Excellent written and oral communication skills;
- Evidence of taking an innovative approach and creative problem solving;
- Ability to use personal initiative;
- Ability to work both independently and as part of a team;
- Evidence of excellent personal organisation and time management skills;
- Commitment to safeguarding and promoting the welfare of children.

Benefits of Working at St Chris

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**The Finance
team works
really closely
together.**

Cleo

Payroll and Billings Officer

”



Welcome to St Chris

Schools are - in truth - nothing more than a collection of people working together, and it is on that understanding that all the incredible things achieved at St Chris come to be. So, 'Hello'; and we mean that.

***St Chris is a lot of things,
all at the same time.***

St Chris is an independent school for boys and girls aged 3-18.

St Chris is a community of young people from across the local area, the country, and the world.

St Chris is something unmistakably different from the moment you arrive.

St Chris is an outstanding, modern school with an important, progressive heritage.

1

Pension Scheme

Competitive pension scheme with 8% employer contribution plus an additional up to 4% personal sacrifice matched.

2

Westfield Health Plan

Complimentary opt-in Level 1 Westfield Health Plan with the option to scale up your plan with salary sacrifice.

3

Free Lunch

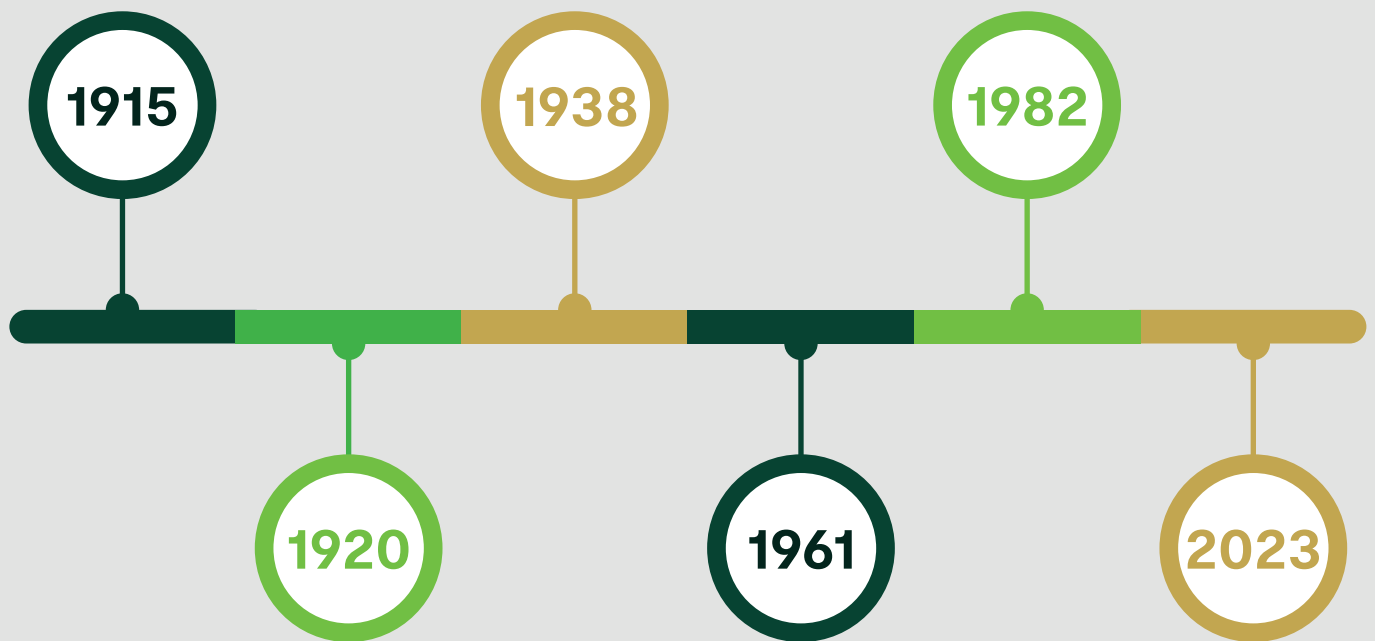
As part of a non-contractual agreement. Free vegetarian lunches are provided to staff during term time.

4

Facilities

Access to the school's on-site swimming pool and gym.

A Brief History of St Chris



St. Chris Established

St Christopher School (then known as the 'Garden City Theosophical School') was established in 1915 by headmaster, Dr. Armstrong Smith, ready for a new style of education.

Initial Meeting of the School Council

The Council consisted of 32 students and staff and met on a fortnightly basis to discuss and legislate on school matters. From December 1920, decisions made by the Council were later ratified by a meeting of the whole school.

Abolishing Uniform

Following a protest in the school magazine, the School Council discusses abolishing school uniforms for boys. The motion is, eventually, passed but no action is taken. During the war, clothing rationing and difficulties for parents meant that uniform was relaxed in 1938.

Swimming Pool Built

Parents contribute an initial £600 towards building the school swimming pool and pupils aim to raise £1000 themselves in 1961. The community pulls together to remove topsoil, excavate and build the pool. By 1968, the pool and changing rooms were completed.

Theatre and Sports Hall Open

A drama festival of eight plays marks the opening in 1982. Over the next decade, the enthusiasm of pupils allowed an average of five school productions each year, ranging from *Twelfth Night* and *Three Sisters* to *Blood Wedding* and *Accrington Paris*.

Present Day

Today, St Chris is a vibrant, thriving community working together. We believe in the benefits of an informal approach underpinned by the belief that all voices, from the youngest member of the nursery to the chair of governors, should be listened to and treated respectfully.



Let's work together.

Piqued your interest? We thought so.

At St Chris, we do things differently to benefit our young people and community. Looking for a new challenge? Looking to have an impact? Searching for a job that gets you thinking?

Apply for this role at www.stchris.co.uk/vacancies.

How to apply

To apply, please complete an application form (we do not accept CVs as an educational institution) and submit this, together with a covering letter to the People team at hr@stchris.co.uk. If you would like a conversation regarding this opportunity, please contact Zoe Weaver, Director of People at 01462 650962.

Please also complete the Equal Opportunities Monitoring form which will be immediately detached from your application.

St Chris is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St Chris is fully committed to equality of opportunity and diversity and we warmly welcome applicants from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationalist, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability or age.

**The closing date for applications for this role is 5.00pm on 15 April 2024.
Interviews will take place on 3 May 2024.**